

**CONFIDENTIAL**

OC-M71-177

2 5 MAR 1971

25X1

MEMORANDUM FOR: [REDACTED]  
Chief, Support Services Staff, DDS

SUBJECT : Reports Costs Reductions

25X1

1. Herewith is the Office of Communications initial report on Reports Costs Reductions as requested in your memo of 18 December 1970. Our total reports costs amounted to the sum of [REDACTED]. The savings goal for the Office of Communications was set at [REDACTED] or 7.5% of our inventory base.

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2. It is worth noting, however, that future reductions of reports within OC will become increasingly difficult due to report reductions made in recent years. The 1968 Inspector General study of OC resulted in a cutback of several reports and reductions in the frequency of others. The BALPA and OPRED reductions in personnel strength caused us further examination of our paper workload with resultant reduction in our internal reporting requirements.

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3. The Office of Communications has met its initial reports reduction goal as is evident in attachments #1 and #2. If there is any question related to the OC reports reduction program, contact the undersigned at 2 D 00 Hqs., [REDACTED]

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[REDACTED]  
Executive Assistant, OC

Attachments:

- 1) Report Requirement  
Categories #1-#7
- 2) Reports Reduction

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US ONLY

CONFIDENTIAL

INTERNAL

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reports Costs Reductions

FROM:

Executive Assistant, OC  
2 D 00 HQS.

EXTENSION

NO.

OC-M71-177

DATE

25 MAR 1971

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

C/SSS/DDS  
710 Magazine

RECEIVED

FORWARDED

3/29/71

3/29/71

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments